



District of Columbia Court of Appeals
 Committee on Admissions
 430 E Street N.W. Room 123
 Washington, D.C., 20001

Request for District of Columbia Bar Examination
Testing Accommodations

Phone: (202) 879-2710
 Email: coa@dcapeals.gov

APPLICANT REQUEST FORM

GENERAL INFORMATION:

1. Bar Examination Test Date: _____ (month/year)
2. Full Name (first/middle/last): _____
3. NCBE Number: N _____
4. Date of Birth: _____
5. Daytime Telephone: _____
6. Email: _____
7. Mailing Address:
 City: _____
 State: _____
 Zip: _____
 Country: _____

District of Columbia Bar Exam History:

1. Have you previously taken the District of Columbia Bar Exam?
 Yes No
 If yes, list all test dates (month/year). _____

2. Have you previously requested test accommodations for the District of Columbia Bar Exam?

Yes No

If yes, list all test dates (month/year) for which you requested accommodations and state whether your request was granted.

INFORMATION ABOUT YOUR DISABILITY

1. Mark an "X" beside your disability or disabilities and list the specific diagnosis:

- _____ ADHD:
- _____ Learning disorder:
- _____ Psychological:

- Chronic health condition:
- Physical:
- Visual:
- Hearing:
- Other:

3. List the month and year when each disability was first diagnosed.
4. Describe your current functional limitations and how those limitations will affect your ability to take the bar examination.
5. Describe all treatment, medication, devices, auxiliary aids, or strategies you ordinarily use to ameliorate the functional impact of your disability or disabilities and the effectiveness thereof, or list “none.”

ACCOMMODATIONS REQUESTED

The D.C. Bar Exam is a two-day, twelve-hour hour timed examination that consists of three different types of tests. The Multistate Essay Examination (MEE) and the Multistate Performance Test (MPT), and the Multistate Bar Examination (MBE). The MBE is administered in paper -and-pencil format in a proctored setting. Most examinees complete the examination in the allotted time. The test consists of 200 multiple - choice questions. Examinees record their answers by darkening circles on a Scantron answer sheet using a number 2 pencil.

The Multistate Essay Examination (MEE) and the Multistate Performance Test (MPT) are administered in either paper and pencil format, or via laptop computer supplied by the applicant. The MEE consists of six essay questions. Examinees write their answers in a text booklet or type their answers on a laptop computer. The MPT consists of two essay questions. Examinees write their answers in a text booklet or type their answers on a laptop computer.

Examinees are assigned seats in a quiet environment. Each examinee may bring a sealed clear plastic bag, maximum size one gallon (3.79 liters), into the test center. It must be stored under the examinee’s chair and may be accessed only with permission by and in the presence of a proctor.

The sealed bag may contain only the following items: valid ID; wallet; keys; car key fob (without a data port); hygiene products; non-mechanical pencils, eraser, and pencil sharpener; tissues; unwrapped cough drops or hard candy; medication; and glucose tablets or gel.

In addition, medical aids that are necessary to ambulate (cane, crutches, walker, wheelchair, service animal, prosthetic limb, cast, brace, or sling), are necessary to communicate (hearing aid, voice amplifier), or are required for medical or health reasons (heart monitor, epinephrine auto-injector, insulin pump, glucose monitor, blood sugar testing kit, TENS unit) are allowed but may be inspected by test center supervisors.

Mark an “X” below to indicate the accommodations you are requesting.

1. EXTENDED TESTING TIME (CHECK ONE):

- 25% extended testing time (extra 30 minutes)
- 50% extended testing time (extra 60 minutes)
- 100% extended testing time (extra 120 minutes)
- Other amount (specify other amount):

2. SUPERVISED BREAKS (NOT COUNTED IN TESTING TIME):

Breaks (describe duration and frequency):

3. TEST FORMAT/ACCESSIBILITY:

- Large-print test book and answer sheet (select font size: 18-point font; or 24-point font)
- Braille Audio CD
- Auxiliary aid (describe auxiliary aid):
- Reader provided by NCBE
- Non-Scantron answer sheet
- Scribe provided by NCBE to complete answer sheet
- Wheelchair accessible table (specify height):

4. OTHER ACCOMMODATION NOT LISTED ABOVE (DESCRIBE):

YOUR ACCOMMODATIONS HISTORY

For questions 1 through 5 below, please follow these instructions: If you were granted accommodations, check “Granted” and briefly describe the accommodations provided. (Note: You must provide verifying documentation of all accommodations.) If you did not request accommodations, check “Not Requested” and explain why you did not request accommodations. If you were denied accommodations, check “Denied” and list the reason(s) given by the entity for the denial. If you did not attend the type of school listed or did not take the exam listed, check “N/A.”

1. Were you granted accommodations for the bar examination?

- Granted
- Not Requested
- Denied
- N/A

Explanation:

2. Were you granted accommodations in law school?

- Granted
- Not Requested
- Denied
- N/A

Explanation:

3. Were you granted accommodations in college (undergraduate or graduate studies)?

- Granted
- Not Requested
- Denied

N/A

Explanation:

4. Were you granted accommodations or disabled-student services in elementary or secondary school, including but not limited to accommodations or services provided under an Individualized Education Plan (IEP) or a 504 Plan?

Granted

Not

Requested

Denied

N/A

Explanation:

5. Were you granted accommodations for any of the following standardized tests:

LSAT:

Granted

Not Requested

Denied

N/A

MCAT:

Granted

Not Requested

Denied

N/A

GRE:

Granted

Not Requested

Denied

N/A

GMAT:

Granted

Not Requested

Denied

N/A

SAT:

Granted

Not Requested

Denied

N/A

ACT:

Granted

Not Requested

Denied

N/A

Explanation:

6. Do you have any accommodation requests pending with other entities (e.g., the bar exam)?

Yes

_____ No

If yes, list each entity, the accommodations you requested, and the date that you submitted your request.

ACADEMIC HISTORY

1. List your postsecondary educational history, including all colleges, universities, law schools, and other graduate or professional schools you have attended. State the dates of attendance and degree(s) earned.

OPTIONAL PERSONAL STATEMENT

If there is anything else you would like the Committee to know about your disability and need for accommodations, you may attach a personal narrative. Include your name and NCBE number on every page.

CERTIFICATION AND AUTHORIZATION

The information I have provided in support of my request for test accommodations is true and complete. I understand that if the Committee determines that I, or a third party on my behalf, submitted as part of this request any information or documentation that is false, inaccurate, or intentionally misleading, the Committee reserves the right to cancel my bar exam score. I authorize the Committee to contact all educational institutions and/or testing agencies that have provided me with test accommodations and/or are considering a pending application for test accommodations to clarify the accommodation(s) that have been or will be granted or denied.

I understand that both my request for test accommodations and all supporting documentation may be submitted for evaluation to one or more qualified professionals retained by the Committee, and I authorize such disclosure. I understand that all necessary documentation and information must be received by the Office of Admissions by the deadline in order for my request for test accommodations to be considered.

Signature: _____

Date signed: _____

If you are unable to sign this form, please have someone sign and date it in your presence:

Individual's signature: